



Davis Community
Housing Authority



SECTION 8 HOUSING CHOICE VOUCHER LANDLORD PACKET

This family has a Section 8 Housing Choice Voucher with the Davis Community Housing Authority (DCHA). The Voucher program assists families with their rental payment by paying a portion of the rent directly to the landlord. The family's portion of rent is approximately 30% of their gross monthly income. This program is designed to assist very low-income families, elderly and persons with disabilities.

Please review this packet carefully and consider renting to this family. Be aware that the DCHA has verified eligibility based on income alone. The Housing Authority has not checked past references or screened this family. It is recommended that landlords check past landlords, criminal and credit of all family members 18 and older.

Important Steps to Follow:

1. Landlord and tenant fully complete this packet
2. Landlord must be willing to provide the tenant with a 12-month lease.
3. Tenant must return the original completed packet to DCHA.
4. All above items must be submitted in order to verify the family is eligible for the rental unit. Once that has been determined, the Housing Authority will schedule an inspection. DCHA has up to 15 days to inspect the rental unit. (Most inspections are done within 5-7 days.)
5. Once the unit has passed inspection, the Section 8 client will be assigned a permanent caseworker. The client must call to make an appointment with the caseworker; who will issue them all the necessary paperwork to complete the process. The Section 8 client is officially on the program once the Housing Assistance Payment Contract is signed and returned to the Housing Authority. A signed lease must be provided to the Housing Authority immediately. The lease should have the same dates as the Housing Assistance Payment Contract (HAP).
6. The W-9 enclosed must be completed and returned to DCHA in order to receive rental checks. **NO ASSISTANCE WILL BE PAID WITHOUT A W-9.**

LANDLORD INFORMATION:

The Housing Authority will begin the rental assistance once the rental unit passes inspection or the date the client takes possession of the rental unit **WHICH EVER IS LATER**. Tenants are responsible for rent until the HAP Contract is signed. The HAP Contract will not be signed until the rental unit passes inspection.

Rental assistance checks are mailed out the first working day of the month and the 15th. Once all paperwork is complete the rental check will be issued on the next check run.

DCHA wants your experience to be a pleasant one. If you have any questions regarding the Section 8 program or any of the enclosed paperwork, please call our office at (801) 451-2587 or (801) 546-6142; the FAX number is (801) 451-6484. DCHA looks forward to working with you.

ATTENTION LANDLORD

Davis Community Housing Authority is required by the Internal Revenue Service to file a 1099-Misc. on all owners who receive rental income.

The attached W-9 is used to collect the necessary information needed in order to receive rental payments from Davis Community Housing Authority.

The name on the W-9 must match the Social Security Number or Tax Identification Number exactly. This information is what will be printed on the 1099 at the end of the year.

Refer to the instruction on the W-9 for additional information.

Penalties and/or fines may be assessed by the IRS for failure to provide the correct information.

Thank you for your Cooperation.